

CAVERSFIELD PARISH COUNCIL

Review of Effectiveness of Internal Auditor for the year 2017/18

Expected Standard		Evidence of Achievement
1	Scope of Internal Audit	The scope of audit work includes reference to the risk management processes and internal controls. Terms of reference are set out in the letter of appointment of the internal auditor.
2	Independence	The Internal Auditor has direct access to the RFO and if necessary to the Chairman. The annual report was made by letter addressed directly to Caversfield Parish Council and signed personally by the auditor. The auditor does not have any other role in relation to Caversfield Parish Council.
3	Competence	The letter received and comments from the internal audit inspection were seen by Parish Council. The internal audit report was discussed by the full Council at the meeting on [xxx]. The Cashbook and the most recent bank statement were available at each Council meeting for inspection and checking. There is no evidence that internal audit work has not been carried out ethically.
4	Relationships	Responsibilities are defined in the job description for the Clerk/RFO and responsibilities for Councillors are stated under risk management. The Clerk/RFO has access via the website to the Governance and Accountability Guide.
5	Audit Planning and Reporting	The Annual Return was signed on 24 April 2018 by the Internal Auditor.
	Internal Audit Work	Financial statements and bank reconciliations were produced by the RFO for inspection at bi-monthly Council meetings, these were reviewed by the PC (see Minutes). An analysis of income and expenditure for setting the Precept was produced for review by the PC at the January 2018 meeting. Invoices have been checked and the cheque counterfoil initialled by two Councillors as well as signing the cheques.
	Understanding the organisation, needs and objectives	The annual audit plan shows how audit work will provide assurance in relation to the PC's annual governance statement. Accounts are held manually and on the computer.

	Being seen as a catalyst for change	Obtaining quotes for the grass cutting and insurance had resulted in better value for the PC.
	Be forward looking	When identifying risks and updating reviews, changes advised by national bodies are incorporated.
	Be challenging	In drawing attention to risks and to new possibilities, the PC responds in ways that are appropriate and proportional to the size and budget of a small Parish Council.
	Ensure the right resources are available	Finance for internal audit is included under 'administration' when setting the precept. The internal auditor has worked for the Audit Commission and fully understands the Parish Council and the legal and corporate framework in which it operates. Access to all the latest Guidelines is available via the appropriate websites.

Signed: _____ Date: _____
Responsible Financial Officer

Signed: _____ Date: _____
Chairman